

---

---

**King County Consortium**

**2001 Action Plan:**

**One Year Use of Federal Housing and  
Community Development Funds**

---

---

**November 2000**



## King County Executive

Ron Sims

## King County Council

Maggi Fimia, District 1

Cynthia Sullivan, District 2

Louise Miller, District 3

Larry Phillips, District 4

Dwight Peltz, District 5

Rob McKenna, District 6

Pete von Reichbauer, District 7

Greg Nickels, District 8

Kent Pullen, District 9

Larry Gossett, District 10

Jane Hague, District 11

David Irons, District 12

Christopher Vance, District 13

## In Partnership with:

### City

Algona

Beaux Arts

Black Diamond

Carnation

Clyde Hill

Duvall

Hunts Point

Kenmore

Maple Valley

Newcastle

North Bend

Pacific

Sammamish

Skykomish

Snoqualmie

Woodinville

Yarrow Point

### Mayor

Glenn Wilson

Charles Lowry

Howard Botts

Bob Patterson

George Martin

Glen Kuntz

Fred McConkey

Dick Taylor

Laure A. Iddings

Sonny Putter

Joan Simpson

Howard Erickson

Jack Barry

Theo Cleveland

Randy “Fuzzy” Fletcher

Randy Ransom

Jeanne R. Berry

### Pass-through City

Bothell

Burien

Covington

Des Moines

Enumclaw

Federal Way

Issaquah

Kent

Kirkland

Lake Forest Park

Mercer Island

Redmond

Renton

SeaTac

Shoreline

Tukwila

### Mayor

Mike Noblet

Salley Nelson

Julie Holbrook

Scott Thomasson

George Rossman

Mike Park

Ava Frisinger

Jim White

Larry Springer

David Hutchinson

Alan Merkle

Rosemarie M. Ives

Jesse Tanner

Shirley Thompson

Scott Jepson

Steve Mullet

## HOME-only Cities

Auburn

Bellevue

### Mayor

Charles A. Booth

Chuck Mosher

**Joint Recommendations Committee**

Honorable Howard Botts, Mayor, City of Black Diamond  
Larry Faucher, Information Services Supervisor, King County Department of Development and Environmental Services  
Honorable Ava Frisinger, Mayor, City of Issaquah  
Paul Murakami, Regional Health Officer, Seattle-King County Department of Public Health  
Honorable Pamela Linder, Councilmember, City of Tukwila  
Terry Mark, Assistant Director, King County Department of Human Services  
Dan Stroh, Planning Director, City of Bellevue  
Honorable Georgette Valle, Councilmember, City of Burien  
Stephanie Warden, Director, King County Office of Regional Policy and Programs

**Department of Community and Human Services**

Barbara J. Gletne, Director

**Community Services Division**

Sadikifu Akina-James, Manager

**Housing and Community Development Program**

Linda Peterson, Program Manager  
Kevin Chan, Coordinator, Housing Rehabilitation Program  
Joshua Goldfinger, Coordinator, Community Development Program

**Address/Phone**

821 Second Avenue, Suite 500  
Seattle, Washington 98104-1598  
(206) 296-7540  
(206) 296-5242 -TTY  
(206) 296-0229 - FAX

Maureen Kostyack, Coordinator, Housing Finance Program  
Jacqueline Toma, Acting Coordinator, Fund Management and Reporting Program  
Jane Voget, Coordinator, Housing Policy and Development

You may also receive a copy by writing to:

King County Housing and Community Development Program  
Community Services Division  
821 Second Avenue, Suite 500  
Seattle, WA 98104-1598

*This document is available in alternate formats. Accommodations for people with disabilities will be provided upon request.*

**King County Consortium**  
**2001 Action Plan:**  
**One Year Use of Federal Funds**  
**Table of Contents**

	Page
<b>Housing</b> .....	1
A. Service Delivery and Management.....	1
B. Leveraging: Other Housing Resources Expected to be Available.....	1
C. Consortium-wide Housing: 2001 Actions.....	3
1. Objective #1 .....	3
2. Objective #2 .....	8
3. Objective #3 .....	9
4. Objective #4 .....	13
<b>Community Development</b> .....	15
A. Objective #1.....	15
B. Objective #2.....	16
C. Objective #3.....	17
D. Objective #4.....	18
<b>Economic Development</b> .....	19
<b>Monitoring Plan</b> .....	20
A. Monitoring to Meet H&CD Goals .....	20
B. Ensuring Compliance with Statutory and Regulatory Requirements.....	20
C. On-Site Monitoring.....	22
D. Fiscal Controls .....	22
<b>Funding Sources</b> .....	23
<b>Specific CDBG Submission Requirements</b> .....	24
A. Program Income .....	24
B. Recaptured Funds.....	25
<b>Specific HOME Submission Requirements</b> .....	28
<b>Specific ESG Submission Requirements</b> .....	29
<b>Listing of Adopted 2001 Projects</b> .....	30
<b>Public Comments</b> .....	30



---

---

# 2001 Action Plan:

## One Year Use of Federal Funds

**King County's One Year Action Plan addresses each of the housing and community development objectives identified in the King County Consortium Consolidated Housing and Community Development Plan for 2000-2003 by implementing a range of programs, services, and policy work to be addressed in 2001. It also describes monitoring activities and fiscal controls.**

---

---

## Housing

The King County Consortium has developed its one year use of HOME, Emergency Shelter Grant (ESG), and Community Development Block Grant (CDBG) funds to address the priority housing needs which further the objectives identified in the *King County Consortium Consolidated Housing and Community Development Plan for 2000-2003* (H&CD Plan). The housing projects are listed by project number under the specific objective which they further. Detailed information on each project is listed numerically at the end of this document.

## Service Delivery and Management

As described in the H&CD Plan, the institutional structure in the King County Consortium is relatively strong and diverse. In 2001, a variety of agencies and organizations will play key roles in delivering and managing the housing assistance programs identified below. In general, this includes the King County and Renton Housing Authorities, individual non-profit and for-profit housing developers and service providers, the King County Housing and Community Development Program and individual Consortium jurisdictions, and private, state and federal funding sources. Specific entities are identified below where appropriate.

## Leveraging: Other Housing Resources Expected to be Available

In addition to the federal HOME, CDBG, and ESG entitlements made available to the King County Consortium in 2001, many other resources—federal, state, local, and private—will be available to help the Consortium address its four housing objectives. Federal CDBG, HOME, and ESG funds are actively used to leverage these other public and private resources. Staff work cooperatively to ensure that, to the extent possible, the use of these limited resources is carefully coordinated. A summary of the resources and anticipated 2001 funding levels is listed below:

Resource:	Estimated 2001 Funding Levels
<i>Federal.</i> Public Housing Authorities	Approximately \$28.5 million for operating public housing and for Section 8 certificates and vouchers (King County Housing Authority)
<i>Federal.</i> Privately-owned Section 8 Project-based Assistance	Support of approximately 2400 units in King County outside Seattle.

Resource:	Estimated 2001 Funding Levels
<i>Federal (other major programs).</i>	Individual application processes.
- Low Income Housing Tax Credit Program	Approx. 7.1 million in annual tax credit authority.
- Tax-Exempt Bond Financing Program	Approx. 73 million in bond cap for housing.
- Federal Home Loan Bank	
- HUD Section 202 and 811	
- Farmers Home Administration Program	
<i>Federal.</i> McKinney Homeless Assistance - Continuum of Care Competition (includes Supportive Housing Program, Shelter Plus Care, and Section 8 SRO Moderate Rehabilitation program)	Will submit consolidated application again in 2001; anticipate that funds will support renewals of existing programs only. Countywide, about \$13 million per year flows to King County programs under various HUD McKinney programs.
	Approximately \$3.2 million for Shelter Plus Care in 2001.
<i>Federal.</i> Health Care for the Homeless Network (Seattle-King County Department of Public Health)	Federal 330 grant of \$1,185,040 for 2001 (Seattle-King County region); \$300,253 Health Care Finance Admin. Funds; \$896,651 in local Health Department funding, plus additional local and private funds.
<i>Federal.</i> Housing Opportunities for People With AIDS (HOPWA).	Estimated 2001 entitlement of \$1.5 million for the Entitlement Metropolitan Area (King, Snohomish, and Island counties).
<i>Federal.</i> Federal Emergency Management Administration (for emergency shelter and food)	Approx. \$600,000/yr to King County (half for shelters, half for food).
<i>State.</i> Housing Trust Fund	Approx. \$65 million per biennium, statewide.
<i>State.</i> Emergency Shelter Assistance Program	Approx. \$1 million per biennium to support shelters in King County.
<i>Local.</i> King County Housing Opportunity Fund	Estimated 2001 allocation of about \$3.5 million for housing capital (targets homeless and special needs)
<i>Local.</i> King County and suburban city general fund allocations for housing and housing-related services.	King County - will allocate approximately \$775,000 for 2001. Suburban cities - amount unknown. Many cities will allocate funds to support emergency shelters and related services.
<i>Private.</i> United Way of King County	Approx. \$6,289,493 allocated to shelter, food, housing, and emergency services.
<i>Private.</i> Gates Foundation "Sound Families" Initiative	Approximately \$40 million available for capital and services for transitional housing for families in the 3-county region during 2001-2003.



King County will take a variety of actions to encourage other agencies and organizations to apply for all available funds to implement the housing objectives. Staff will share Notices of Funding Availability (NOFAs) with other agencies, social service providers, non-profit developers and advocacy groups. A King County housing developer will work with project sponsors to help them package development proposals for all available federal, state and local funds. King County will also submit certifications of consistency for project applications which support the goals and objectives found in the H&CD Plan.

Many fund sources have matching requirements which necessitate a mix of funds for the projects. The King County Housing Opportunity Fund (HOF) requires that local jurisdictions contribute to projects which will be located in their city. HOF awards cannot represent more than 50 percent of the total project funding. This requires that projects leverage other funding including state and private sources.

The HOME program has extensive match requirements which must be met with non-federal sources. Other match sources may include a suburban jurisdiction's general funds, or, in some cases, cash from owners of property being rehabilitated, or project sponsor contributions. Project sponsors will be encouraged to leverage additional funds from the private sector when projects can support debt service.

## ***Consortium-wide Housing: 2001 Actions***

The following section describes, for each of the Consortium's five housing objectives, some of the actions that will be taken in 2001. This includes our discussion of activities to address the needs of homeless individuals and families (see Objective #3), as well as other general actions planned to foster affordable housing and remove barriers. Please refer to the listing of adopted 2001 projects for details on specific projects and their proposed accomplishments.

### ***Objective #1***

**Preserve and expand the supply of affordable housing for low- and moderate-income households.**

#### ***Proposed Accomplishments:***

- **Develop and/or preserve an average of 700 units each year affordable to renters and owners at or below 80% of median income;**
- **Provide housing assistance to an average of 1,600 low- and moderate-income renters and owner households each year.**

#### **Activities to Benefit Low- and Moderate Income Renters**

1. **Expand the supply through the acquisition and rehabilitation of rental units, and new construction of affordable rental units.** These are the primary activities by which the Consortium will expand the supply of rental units. HOME funds will be used to acquire, rehabilitate, and construct units to provide permanent low-income rental housing for families and individuals. **Priority for HOME funds will be to units serving households at below market area rents or 50% of median income, whichever is less.**

*Project HA1000 HOME Subrecipient Housing Development*  
*Project HA1107 HOME Housing Rehabilitation*

2. **CDBG funds will be used to fill gaps in housing continuum.** CDBG funds will be used to support projects which increase permanent rental opportunities for low-income and very low-income households.

*Project C01416 Federal Way SKCMSC Tall Cedars Apartment Renovation*  
*Project C01687 Tukwila DASH Mountain View Apartments Acquisition and Rehab*  
*Project C01911 Issaquah ARCH Housing Development Set-aside*  
*Project C01915 Bothell ARCH Housing Development Set-aside*  
*Project C01916 Kirkland ARCH Housing Development Set-aside*  
*Project C91917 Mercer Island ARCH Housing Development Set-aside*  
*Project C01918 Redmond ARCH Housing Development Set-aside*  
*Project C01919 King County CDBG Housing Development Set-aside*  
*Project C01920 Lake Forest Park Housing Development Set-aside*

3. **Rehabilitation of investor-owned rental properties.** HOME funds will be used to maintain the Consortium-wide rental rehabilitation program. Loans will be provided for rehabilitation of multifamily units owned by private investor-owners. This rehabilitation program leverages the owners' financial resources as well as other private and public funds. Properties rehabilitated through this program are subject to rent restrictions for five years.

*Project HA1107 HOME Housing Rehabilitation*

4. **Provide technical assistance for housing development.** King County housing development staff will provide technical assistance and development support in unincorporated King County and the small cities in the CDBG Consortium. The services will be available to facilitate affordable housing development for households at or below 80% of median income using County, State, federal, and private sources. This will include working with project sponsors, designing projects, packaging development proposals to secure funding, assisting in selection of the project consultants, selecting a project site, and monitoring budgets during construction.

*Project C01442 King County Low-Income Housing Development*

5. **Review projects for consistency with the Consolidated Plan.** Review project applications to the Washington State Housing Finance Commission for the Low Income Housing Tax Credit for consistency with the King County Consortium's H&CD Plan, as well as applicants to other federal funding sources.

*Project C01204 King County CDBG Administration*

6. **Promote and implement public-private initiatives for affordable housing.** King County staff will implement public-private initiatives for affordable housing development, including:

Negotiate and monitor agreements with developers of large parcels responsible for providing low, moderate, and median income housing as a condition of approval of the developments.

Contribute to the development and review of countywide, sub-area and local land use policies and plans to ensure that opportunities for affordable housing are addressed.

Market available land, review projects and negotiate development conditions with developers who are interested in County-owned land for low-income housing (up to 80% median income).

Promote the use of density bonuses and impact fee exemptions as incentives to construct projects serving renters with incomes at or below 50% of the median and homebuyers at or below 80% of median income.

Continue to prioritize the use of surplus property for affordable housing development and explore the feasibility of transfer of development rights and promote transit-oriented developments to include an affordable housing component.

Promote the adoption of local regulations to allow accessory dwelling units across all Consortium jurisdictions.

*Project C01639 King County HCD CSC Affordable Housing*

*Project C01204 King County CDBG Administration*

*Project HA1204 HOME Program Administration*

7. **Promote regional fair share of affordable housing.** Continue to facilitate interjurisdictional participation in the development of affordable housing and promote specific objectives which implement countywide policies regarding fair share of affordable housing.

*Project C01639 King County HCD CSC Affordable Housing*

8. **Create partnerships among housing sponsors.** King County staff will work with housing developers to create new, innovative partnerships between non-profit housing sponsors, private developers, and/or public housing authorities.

*Project C01204 King County CDBG Administration*

*Project HA1204 HOME Program Administration*

9. **Promote CRA obligations.** King County staff will continue to identify opportunities for new partnerships with private and financial institutions to develop housing and meet Community Reinvestment Act obligations through King County housing and economic development programs.

*Project HA1204 HOME Program Administration*

10. **Coordinate with public housing authorities.** The Consortium will work cooperatively with the King County and Renton Housing Authorities to understand and plan for the significant changes in public housing that are resulting from recent passage of public housing reform legislation. Consolidated Planning efforts will be closely linked with the housing authorities' planning requirements.

*Project C01204 King County CDBG Administration*

11. **Continue fair housing planning and implementation of fair housing action plan.** King County staff will continue to work with the Consortium partners on implementation of the *1997-99 Fair Housing Action Plan*. King County staff will also work with the Consortium to update the *1996-99 Analysis of Impediments to Fair Housing Choice* in 2001, and begin the process of completing an updated *Fair Housing Action Plan*.

King County staff will complete the draft Fair Housing Tool Kit for local planners this year, and will develop and co-sponsor a workshop on fair housing compliant zoning regulations with HUD and the King County Office of Civil Rights Enforcement.

King County staff will also complete a Fair Housing Tool Kit for housing providers, covering the fair housing implications of community notification processes, siting issues and accommodation.

*Project C01204 King County CDBG Administration*  
*Project HA1204 HOME Program Administration*

12. **Continue opportunities for credit enhancements.** King County staff will continue to provide credit enhancements to appropriate projects developed by the King County Housing Authority (KCHA) for families at or below 80% of median income by guaranteeing to loan funds to KCHA to assist projects acquired through tax-exempt bonds sold by KCHA. The availability of the credit enhancements allows lower rents since debt service to the project are less. Additionally, the County receives fees from KCHA for the provision of the credit enhancements to use for other housing purposes.

*Project HA1204 HOME Program Administration, with local current expense funds*

13. **Use CDBG funds for housing development.** King County CDBG funds will continue to revolve in a loan fund for land acquisition to be used in conjunction with self-help housing development in rural and suburban areas of the County. The sweat equity approach substantially reduces the cost of housing below the market rate, providing homeownership opportunities to lower-income households.

*Project C01919 King County CDBG Housing Development Set-Aside*

14. **Use CDBG and HOME for homeownership programs.** King County will use CDBG funds and promote the use of the Consortium's HOME funds to provide homeownership opportunities for first-time homebuyers. The federal funds will be combined with other sources of funding (both public and private) to provide financing assistance to households at or below 80% of median income.

*Project C01919 King County CDBG Housing Development Set-Aside*  
*Project C98391 SKC Homeownership Assistance Program*  
*Project HA1000 HOME Subrecipient Housing Development*

15. **Acquisition of mobile home parks.** CDBG, HOME and HOF funds will be used to help preserve mobile home parks whose residents are threatened with displacement due to redevelopment. King County will support the efforts of nonprofit organizations to acquire parks at risk of closure.

*Project C01639 King County HCD CSC Affordable Housing*

16. **Promote affordable homeownership opportunities in large parcel developments.** King County staff will negotiate and monitor agreements with developers of large parcels responsible for providing low, moderate, and median income housing as a condition of approval of the developments.

*Project C01639 King County HCD CSC Affordable Housing*

17. **Continue housing repair programs.** King County will continue its single family homeowner housing repair program funded by CDBG and HOME funds. Emergency grants and deferred payment loans are available for health and safety repairs and other rehabilitation projects. Part of the program combines CDBG funds with private lender market rate loans to provide a homeowner with an affordable monthly payment. HOME funds are used to reduce market rate interest on loans.

*Project C01461 King County Housing Authority Housing Repair Program*

*Project C01519 King County Housing & Community Development Housing Repair Program*

*Project C01526 Kent Home Repair Program*

*Project C01626 Bothell Housing Rehab Loan Funds*

*Project C01628 Enumclaw Housing Rehab Loan Funds*

*Project C01629 Kirkland Housing Rehab Loan Funds*

*Project C01631 Tukwila Housing Rehab Loan Funds*

*Project C01632 SeaTac Housing Rehab Loan Funds*

*Project C01633 Federal Way Housing Rehab Loan Funds*

*Project C01634 Lake Forest Park Housing Rehab Loan Funds*

*Project C01635 Renton Housing Rehab Loan Funds*

*Project C01636 Burien Housing Rehab Loan Funds*

*Project C01637 Covington Housing Rehab Loan Funds*

*Project C01640 Shoreline Housing Rehab Loan Funds*

*Project C01693 Tukwila Utility Connection Assistance*

*Project C01713 SeaTac Senior Services Minor Home Repair*

*Project C01751 Renton Housing Repair Assistance Program*

*Project C99699 Tukwila Minor Home Repair*

*Project HA1107 HOME Housing Rehabilitation*

## **Other Objective #1 Actions (Local Funds)**

- **Allocate local King County housing capital funds.** The Housing Opportunity Fund (HOF), capitalized with general funds, will fund projects for acquisition, new construction and rehabilitation to provide permanent rental housing units for households with incomes up to 50% of median. Funds will be targeted to projects serving homeless individuals and families, special needs populations, and people at risk of displacement. The HOF will provide a major source of match for HOME funds.

- **Allocate local King County funds for predevelopment loans and for acquisition “bridge” loans.** King County will provide general funds for the Impact Capital which provides revolving funds for predevelopment costs associated with eligible housing development projects, and “bridge” financing to allow non-profit developers to quickly acquire property in this region’s hot real estate market.
- **Support workforce housing initiatives.** King County will provide leadership and funding to support new initiatives designed to better address the affordable housing needs of the County’s low and moderate income workforce, including first-time homebuyer education and downpayment assistance, and transit-oriented developments.
- **Surplus property initiatives.** King County will continue to carry out a 1996 ordinance which gives first preference to the development of affordable housing on County-owned surplus land. Staff are working proactively to identify potential sites and seek partnerships with potential housing developers.
- **Continue opportunities for credit enhancements.** King County staff will continue to provide credit enhancements to appropriate projects developed by the King County Housing Authority (KCHA) for families at or below 80% of median income by guaranteeing to loan funds to KCHA to assist projects acquired through tax-exempt bonds sold by KCHA. The availability of the credit enhancements allows lower rents since debt service to the project are less. Additionally, the County receives fees from KCHA for the provision of the credit enhancements to use for other housing purposes.

#### **Objective #2:**

**Provide a variety of appropriate housing programs for renters and owners with special needs.**

#### **Proposed Accomplishments:**

**Of the 700 units that will be developed or preserved each year in Objective #1, at least 60 units per year will be targeted to people with special needs.**

Many of the activities listed under housing objective #1 also serve to promote the development of special needs housing. The Consortium will seek to preserve and expand the supply of housing for people with special needs, including elderly residents, people with mental illness, people with HIV/AIDs, people who are chemically dependent, people with developmental disabilities, and people with physical disabilities. In addition the Consortium will undertake the following:

1. **Increasing access to housing.** Explore new approaches to providing modifications to make existing housing accessible to people with disabilities. The Consortium will also complete Fair Housing Tool Kits for local planners and housing providers, and co-sponsor workshops to help overcome impediments to the siting of special needs housing.

*Project C01204    King County CDBG Administration*

*Project C01422    King County HCD Low-Income Housing Development*

*Project C01639 King County HCD CSC Affordable Housing*

2. **Support voucher program targeted to special needs residents.** Work with the King County Housing Authority on special Section 8 voucher programs which will be available through both tenant-based and project-based housing options to people with disabilities.

*Project C01204 CDBG Administration*

3. **Support housing development serving special needs and coordinate with mainstream systems regarding the needs and priorities for the special needs populations they serve.** Work with drug/alcohol system, the mental health system, and developmental disabilities program to identify appropriate housing opportunities that connect capital investments with appropriate resident services.

*Project C98977 IERR Scattered Site DD Homes North King County*

*Project C01422 KCHCD Low-Income Housing Development*

*Project C01758 Federal Way KCHA Oxford House Clean and Sober Housing Acquisition*

*Project C01919 King County HCD Housing Development Set-aside*

## **Other Objective #2 Actions (Local Funds)**

- **Increase housing for the developmentally disabled.** King County staff will implement a developmental disabilities housing program, including the creation of a specialized developmental disabilities housing program development staff position.

## **Objective #3**

**Provide services and facilities to prevent homelessness and to address the needs of families and individuals when homelessness occurs.**

### ***Proposed Accomplishments:***

**Of the 700 units that will be developed/preserved each year under Objective #1, approximately 40 units will be emergency, transitional and/or permanent housing targeted for people who are homeless.**

1. **Target CDBG funds for homeless programs.** The King County Consortium will continue to target CDBG funds to help maintain the existing supply of emergency and transitional housing for homeless families, and to provide related emergency services that typically benefit homeless people and those at risk of homelessness. Allocations are consistent with the King County Continuum of Care Plan.

### ***Shelters & Transitional Housing:***

*Project C01046/C01065 South King County Multi-Service Center Shelter Support*

*Project C01060 Legal Action Center Services*

*Project C01061/C01565 Hopelink Motel Vouchers and Emergency Shelter Support*

*Project C01063 Auburn Youth Resources Shelter Support*  
*Project C01064 Friends of Youth Shelter Support*  
*Project C01066/C01727 YWCA Emergency Shelter Support*  
*Project 001067 Fremont Public Association Motel Vouchers and Shelter Support*  
*Project C01069 HOME/Catholic Community Services Shelter Support*  
*Project C01116 Covington YWCA Emergency Shelter Support*  
*Project C01135 Island Domestic Violence Outreach Services*  
*Project C01137 Neighborhood House Homelessness Prevention Services*  
*Project C01072 Eastside Interfaith Social Concerns Council Shelter Support*  
*Project C01101 Fremont Public Association Housing Stability Project*  
*Project C01263 Kirkland Interfaith Transitional Housing Support*  
*Project C01269 Kirkland YWCA Family Village Program Support*  
*Project C01549 Shoreline Hopelink Emergency Shelter Support*  
*Project C01533 Kent YWCA Domestic Violence Housing Support*  
*Project C01553 Shoreline Church Council of Greater Seattle Homelessness Project*  
*Project C01850 Renton DAWN Shelter Support*

***Emergency services and food:***

*Project C01308 Redmond Hopelink Emergency Services Support*  
*Project C01490 Shoreline Hopelink Emergency Services Support*  
*Project C01502 Shoreline Food Lifeline Food Distribution Support*  
*Project C01530 Kent Emergency Feeding Program Support*  
*Project C01552 Shoreline Emergency Feeding Program Support*  
*Project C01703 SeaTac Des Moines Area Food Bank Support*  
*Project C01707 SeaTac Emergency Feeding Program Support*  
*Project C01865 Renton Emergency Feeding Program Support*  
*Project C01891 Burien Catholic Community Services Emergency Assistance Support*

2. **Allocate ESG to support shelter operations.** King County will continue to use ESG funds to support existing services and operations within the King County shelter system identified by the Continuum of Care plan.

*Project C01046/C01065 South King County Multi-Service Center Shelter Support*  
*Project C01060 Legal Action Center Services*  
*Project C01061/C01565 Hopelink Motel Vouchers and Emergency Shelter Support*  
*Project C01062 Eastside Domestic Violence Program Support*  
*Project C01063 Auburn Youth Resources Shelter Support*  
*Project C01064 Friends of Youth Shelter Support*  
*Project C01066/C01727 YWCA Emergency Shelter Support*  
*Project 001067 Fremont Public Association Motel Vouchers and Shelter Support*  
*Project C01069 HOME/Catholic Community Services Shelter Support*  
*Project C01070 Emergency Shelter Grant Administration*  
*Project C01072 EISCC Emergency Shelter Support*

3. **Use CDBG funds to support capital projects for the homeless.** The King County Consortium will use CDBG and HOF funds for capital projects which increase the supply of emergency shelter



for underserved populations and increase the supply of transitional and permanent affordable housing for all populations at or below 80% of median income (for HOF funds, at or below 50% of median income).

*Project C00740 Renton SSHA Transitional Housing Relocation*  
*Project C01396 Federal Way FWCCN Transitional Housing Condo Acquisition*  
*Project C01523 Kent SKCMSC Titusville Transitional Housing Acquisition and Rehab*  
*Project C01796 Hopelink Kenmore Emergency Shelter Rehab*  
*Project C01919 King County CDBG Housing Development Set-Aside*

4. **Planning and implementation of homeless projects.** King County will participate in planning and implementing homeless assistance projects and other programs serving persons at or below 80% of the median income and provide housing planning, development, and rehabilitation assistance to cities and towns in the King County Consortium.

*Project C01204 King County CDBG Administration*  
*Project HA1204 HOME Program Administration*

5. **Encourage use of surplus properties available for homeless.** Staff will work with shelter providers and other non-profits to access homes available through HUD's Single Family Lease/Sale Assistance Programs for the Homeless and through surplus federal property for the homeless.

Staff will continue to review surplus Federal and County properties for potential use as affordable, transitional or emergency housing.

*Project C01204 King County CDBG Administration*  
*Project C01639 King County HCD CSC Affordable Housing*  
*Project HA1204 HOME Program Administration*

6. **Update continuum of care planning and implement strategies.** King County will continue efforts to implement the recommendations of the "Advisory Committee on Homelessness," regarding the 2001 McKinney competition and update of the continuum of care analysis of homeless resources and gaps which exist in the system, as required by the McKinney application. King County will also participate in encouraging and reviewing proposals for the new "Sound Families" initiative for transitional housing for families.

*Project C01204 King County CDBG Administration*

7. **Administer McKinney Continuum of Care homeless assistance grants.** King County will work with community-based project sponsors to implement McKinney Supportive Housing Program and Shelter Plus Care awards. The active projects are:

***1999 Grantees***

*Auburn Youth Resources Severson House – transitional housing*  
*City of Seattle Regional Homeless Youth Coordination Project – intensive outreach, employment and housing search services for homeless youth*  
*King County Housing Authority/Vietnam Veteran's Leadership Program - transitional housing*

*King County Shelter Plus Care – rental assistance for homeless people with disabilities*  
*YWCA of Seattle/King County Three Agency Demonstration Program – supportive services and transitional housing*

**2000 Grantees**

*King County will be notified in December 2000 of any new renewals.*

Funding for administrative activities is included in the McKinney awards.

8. **Maintain CDBG-supported homelessness prevention project.** The King County Consortium will support homeless prevention activities conducted by the Housing Stability Project. The funds will be used to provide emergency loans and grants to households at risk of losing their housing, and for move-in assistance to homeless households moving into permanent housing.

*Project C01101 Fremont Public Association Housing Stability Project*

9. **Ensure accessibility for people with disabilities.** The King County Consortium will continue to use CDBG funds to support modifications to dwelling units to ensure accessibility for persons with disabilities.

10. **Support for tenants in public housing.** King County will continue to use CDBG funds to support services to tenants in publicly assisted housing by providing case management, referral and assistance in accessing emergency services such as food and medical care.

*Project C01803 Neighborhood House Park Lake Homes Case Management Support*

11. **Enforcement of relocation policies.** King County will enforce the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended to provide financial and relocation assistance for persons displaced as a result of projects using federal funds. King County will also enforce Section 104(d) of the Housing and Community Development Act of 1974 as amended requiring the replacement of housing units occupied by households at or below 80% of median income that are demolished or converted to another use in connection with a CDBG project.

*Project C01241 King County CDBG Administration - Capital*

**Objective #3 Actions (Local Funds)**

- **Shelter Plus Care Administration.** King County will administer \$3.7 million annually in Shelter Plus Care funds and participate in the Shelter Plus Care Coordinating Committee to implement and evaluate the grant. This work will include ongoing planning for how best to downsize the program in the event the program is not renewed at existing levels.
- **Emergency Shelter Support.** King County and numerous suburban cities will allocate general funds to support emergency shelter programs. King County will use general funds to support a

shelter in downtown Seattle during the severe weather months of October through March, as well as numerous youth and domestic violence shelter programs throughout King County.

- **Housing Counseling.** King County will continue to use general fund revenues for housing counseling programs including fair housing, mortgage default, and tenant counseling and advocacy to prevent displacement.
- **Transitional Housing, Operating and Rental Assistance.** King County will continue to administer approximately \$916,000 annually for transitional housing and rental assistance for homeless families with children. King County will work with the service providers and other funders of homeless programs to ensure that the program guidelines are consistent with the regional Continuum of Care strategies.
- **Regional Homelessness Initiatives.** King County will continue to participate in regional initiatives to address homelessness, such as:
  - Safe Harbors Design Project** ; an outcome-based, computerized system to facilitate timely, efficient and effective access to needed services and supports for persons who are homeless in King County.
  - Gates Foundation “Sound Families”** transitional housing initiative for funding the development of transitional housing in conjunction with the provision of supportive services for homeless families in Pierce, King and Snohomish counties.

#### **Objective #4**

**Support a broad mix of housing initiatives and programs designed to increase the supply of affordable housing and access to it**

1. **Promote state funding for housing capital and operating.** The King County Consortium will advocate at the state level to support continued funding of the State Housing Trust Fund, including both capital and operating funds.

*Project C01639 King County HCD CSC Affordable Housing*

2. **Continue implementing the recommendations of public-private housing task force to develop financing source for housing.** As part of GMA implementation, King County and its Consortium partners will work to implement the recommendations of the Growth Management Planning Council-appointed Housing Finance Task Force and its successor, the Housing Finance Implementation Committee, regarding appropriate sources of countywide housing funds and strategies for securing these funds.

*Project C01639 King County HCD CSC Affordable Housing*

3. **Support Washington Reinvestment Alliance.** King County will continue to support the efforts of the Washington Reinvestment Alliance, a coalition established to work cooperatively with financial institutions to improve performance under the federal Community Reinvestment Act.

*Project C01204 King County CDBG Administration*  
*Project HA1204 HOME Program Administration*

4. **Support development of strong housing coalitions.** King County will continue to support the development of strong coalitions by funding and participating in organizations such as:
- The Washington Low-Income Housing Congress, which advocates for state funding and policies favorable to low-income (up to 80% of the median) housing.
  - The Housing Partnership, which brings together the public and private sectors to increase moderate- and middle-income housing production throughout King County.
  - A Regional Coalition for Housing (ARCH), which assists Eastside jurisdictions in housing planning and program implementation.
  - The Seattle-King County Housing Development Consortium, which represents non-profit housing developers and addresses common issues and concerns.
  - The Washington Low-Income Housing Network, a new statewide organization providing information and monitoring progress and accomplishments of state and federal housing programs.

*Project C01204 King County CDBG Administration*  
*Project HA1204 HOME Program Administration*  
*Project C01639 King County HCD CSC Affordable Housing*

5. **Use of Section 108 loans.** King County will explore the use of Section 108 loan guarantees for funding of housing development activities.

*Project C01204 King County CDBG Administration*

#### **Other Objective #4 Actions (Local Funds)**

- **Increase funding base.** Support legislation and other initiatives designed to increase state and local funding for affordable housing and homeless programs.
- **Linkages with public housing authorities.** Work closely with the King County and Renton Housing Authorities in developing and implementing their plans to carry out public housing reform legislation.
- **Incentives.** As appropriate, support activities designed to stimulate affordable housing development, including incentive programs, use of surplus property, removal of regulatory barriers, land banking, and more.
- **Coordination with other funders.** Promote coordination with other housing funders, housing advocacy and information groups, and subregional housing entities. Working with other funders, simplify and streamline the application, contracting, and monitoring process for capital funds.
- **Linkages with welfare-to-work initiatives.** Support workforce housing initiatives, building links to welfare-to-work programs as appropriate.
- **Efforts to preserve the loss of project-based Section 8** and other subsidized housing with expiring subsidies. Participate in planning for and carrying out strategies to minimize the loss of project-based Section 8 units as contracts expire.
- **Fair Housing enforcement.** The King County Office of Civil Right Enforcement will continue to use general funds to enforce King County Ordinance No. 5280 which prohibits housing discrimination. The Fair Housing Section will serve King County residents through education, information, referral and resolution of discrimination complaints.



# Community Development

The following section lists for each of the Consortium's four Community Development Objectives, the specific projects that will be implemented in 2001. King County and the sixteen Pass-through Cities, who receive a direct allocation of CDBG funds, developed the objectives which address the priority community development needs identified in the *King County Consortium Consolidated Housing and Community Development Plan for 2000-2003*.

## **Objective #1**

**Improve flood/storm drain systems, water systems, sewer system, sidewalks, and other public infrastructure in low- and moderate-income and/or blighted neighborhoods including access for persons with disabilities by removal of architectural barriers in existing neighborhoods.**

### ***Proposed Annual Accomplishments***

- **Provide subrecipient technical assistance and contract management to 10 public infrastructure and park facility project and 5 projects to remove architectural barriers annually; and**
- **Complete 2 public infrastructure and park facility projects and 4 projects to remove architectural barriers annually.**

### **Activities**

- The Consortium will use CDBG funds to support construction and rehabilitation of public infrastructure and park facilities which reflect high priority needs. Activities will include construction or rehabilitation of existing sidewalk and park facilities in order to improve access to persons with disabilities as well as other activities listed below.

<i>Project C01241</i>	<i>King County CDBG Administration - Capital</i>
<i>Project C01244</i>	<i>Des Moines Pacific Ridge Streetlighting Project</i>
<i>Project C01426</i>	<i>Enumclaw Ellenson Park Development</i>
<i>Project C01710</i>	<i>SeaTac Parks and Recreation Set-aside</i>
<i>Project C01792</i>	<i>SW Suburban Sewer District ULID 63-R</i>
<i>Project C01793</i>	<i>City of Carnation Wastewater Treatment System</i>
<i>Project C98325</i>	<i>Enumclaw 5 Year Sidewalk Replacement</i>
<i>Project C98500</i>	<i>Shoreline Public Works ADA Sidewalk Improvements</i>

## **Objective #2**

**Acquire and/or improve public and non-profit facilities which benefit low- and moderate-income residents or remedy slum/blight conditions; improve access to public facilities for persons with disabilities by removal of architectural barriers.**

### **Program Accomplishments:**

- **Provide technical assistance to 40 public facility projects, including projects to remove architectural barriers;**
- **Complete 10 public facility projects and 5 facility projects to remove architectural barriers.**

### **Activities**

The Consortium will use CDBG funds to support acquisition, construction and rehabilitation of community facilities which reflect high priority needs. Activities will include:

- acquisition of property by nonprofit health and human service agencies which are either leasing facilities and/or require satellite facilities;
- construction or rehabilitation of both public and nonprofit facilities to expand service delivery capacity;
- rehabilitation of both public and non-profit facilities to address deferred maintenance or health and safety issues; and
- rehabilitation of both public and private facilities in order to improve access to clients with disabilities.

<i>Project C01287</i>	<i>Issaquah Senior Center Kitchen Equipment Installation</i>
<i>Project C01357</i>	<i>Children's Country Home Facility for Medically Fragile Children Acquisition</i>
<i>Project C01397</i>	<i>Hearing, Speech and Deafness Center Facility Construction</i>
<i>Project C01414</i>	<i>Federal Way Senior Services of KC Facility Construction</i>
<i>Project C01425</i>	<i>Enumclaw Youth Clubhouse Renovation</i>
<i>Project C01494</i>	<i>Shoreline CHS Facility Improvements</i>
<i>Project C01709</i>	<i>SeaTac Lutheran Social Services Facility Design</i>
<i>Project C01794</i>	<i>FOY Duvall Community Services Facility Acquisition</i>
<i>Project C01795</i>	<i>Hopelink Sno-Valley Center Acquisition</i>
<i>Project C01840</i>	<i>Renton YWCA Facility Construction</i>
<i>Project C01953</i>	<i>Bothell Hopelink Facility Improvements</i>
<i>Project C98255</i>	<i>Des Moines Senior Center Land Acquisition</i>
<i>Project C99822</i>	<i>Kirkland Kinderling Center Design and Engineering</i>

### **Objective #3**

**Enhance quality of life for families and individuals by supporting health and human services which predominantly serve low- and moderate-income residents.**

#### **Program Accomplishments:**

**Provide services to 38,000 persons.**

#### **Activities**

The Consortium will use CDBG funds to support basic needs services (food, clothing, and emergency services), senior services, youth services, child care, employment training, health services and domestic violence services. Activities will include but are not limited to:

- distribution of food products to food banks located in the Consortium;
- providing access to emergency food, shelter, clothing, transportation and utility assistance for low- and moderate-income persons;
- providing child care scholarships for low- and moderate-income families;
- providing employment training and counseling to immigrants and refugees;
- providing health and dental care to low- and moderate-income persons;
- supporting support services to victims of domestic violence and their children;
- providing operational support to senior centers; and
- providing recreational programs to low- and moderate-income youth.

<i>Project C01015</i>	<i>Food Lifeline Food Distribution Program Support</i>
<i>Project C01125</i>	<i>Kent Community Health Centers of KC Program Support</i>
<i>Project C01160</i>	<i>Tukwila Senior Citizen Program Support</i>
<i>Project C01161</i>	<i>Des Moines Senior Center Support</i>
<i>Project C01266</i>	<i>Kirkland Jewish Family Services Training and Employment</i>
<i>Project C01297</i>	<i>Issaquah Valley Senior Van Driver Support</i>
<i>Project C01308</i>	<i>Redmond Hopelink Emergency Services Support</i>
<i>Project C01334</i>	<i>Enumclaw Youth &amp; Family Resource Center Support</i>
<i>Project C01337</i>	<i>Enumclaw Community Hospital Transportation Support</i>
<i>Project C01339</i>	<i>Enumclaw DAWN Domestic Violence Services Support</i>
<i>Project C01360</i>	<i>Redmond Eastside Literacy Program Support</i>
<i>Project C01389</i>	<i>Federal Way Domestic Violence Coordinator Support</i>
<i>Project C01393</i>	<i>Federal Way Community Health Centers of KC Dental Support</i>
<i>Project C01406</i>	<i>Federal Way SKCMSC CARES Child Care Subsidy Program</i>
<i>Project C01431</i>	<i>Lake Forest Park-Shoreline Senior Center Program Support</i>
<i>Project C01467</i>	<i>Black Diamond Community Center Support</i>
<i>Project C01490</i>	<i>Shoreline Hopelink Emergency Services Support</i>
<i>Project C01491</i>	<i>Shoreline East/North Healthy Start Support</i>
<i>Project C01502</i>	<i>Shoreline Food Lifeline Food Distribution Support</i>
<i>Project C01503</i>	<i>Shoreline CHS Anger Management Support</i>
<i>Project C01530</i>	<i>Kent Emergency Feeding Program Support</i>



<i>Project C01521</i>	<i>Pacific/Algona Community Center Support</i>
<i>Project C01552</i>	<i>Shoreline Emergency Feeding Program Support</i>
<i>Project C01562</i>	<i>Hopelink Sno-Valley Center Support</i>
<i>Project C01703</i>	<i>SeaTac Des Moines Area Food Bank Support</i>
<i>Project C01707</i>	<i>SeaTac Emergency Feeding Program Support</i>
<i>Project C01797</i>	<i>Vashon Youth &amp; Family Services Community Safety Net Support</i>
<i>Project C01798</i>	<i>Volunteers of America Skykomish Case Management Support</i>
<i>Project C01845</i>	<i>Renton Community Health Centers of KC Primary Dental Support</i>
<i>Project C01855</i>	<i>Renton ElderHealth NW Connection Program Support</i>
<i>Project C01859</i>	<i>Renton Visiting Nurse Services Support</i>
<i>Project C01865</i>	<i>Renton Emergency Feeding Program Support</i>
<i>Project C01871</i>	<i>Renton Communities in Schools Support</i>
<i>Project C01885</i>	<i>Burien Highline YMCA School Age Child Care Support</i>
<i>Project C01886</i>	<i>Burien Ruth Dykeman Project LOOK Program Support</i>
<i>Project C01891</i>	<i>Burien Catholic Community Services Emergency Services Support</i>
<i>Project C01959</i>	<i>Bothell Senior Transportation Support</i>

#### **Objective #4**

**Assess community development needs and ensure compliance with applicable federal regulations.**

#### **Program Accomplishments:**

- **Provide administration of the CDBG Program.**
- **Provide technical assistance to subrecipients.**

#### **Activities**

The Consortium will use CDBG funds for planning and administration activities. These include:

- human services needs assessment;
- housing and community development needs assessments;
- technical assistance to public and nonprofit agencies on development of outcome measures;
- economic development plans; and
- general administration of the CDBG Program.

<i>Project C01059</i>	<i>KCHCD Assistance to Small Cities</i>
<i>Project C01120</i>	<i>Covington CDBG Planning and Administration</i>
<i>Project C01138</i>	<i>Redmond CDBG Planning and Administration</i>
<i>Project C01204</i>	<i>King County CDBG Administration</i>
<i>Project C01245</i>	<i>Des Moines CDBG Planning and Administration</i>
<i>Project C00300</i>	<i>Issaquah CDBG Planning and Administration</i>
<i>Project C01312</i>	<i>Enumclaw CDBG Planning and Administration</i>
<i>Project C01375</i>	<i>Federal Way CDBG Planning and Administration</i>
<i>Project C01427</i>	<i>Enumclaw Community Public Opinion Survey</i>
<i>Project C01432</i>	<i>Lake Forest Park CDBG Planning and Administration</i>

*Project C01507    Renton CDBG Planning and Administration*  
*Project C01531    Kent CDBG Planning and Administration*  
*Project C01534    Kirkland CDBG Planning and Administration*  
*Project C01555    Shoreline CDBG Planning and Administration*  
*Project C01705    SeaTac CDBG Planning and Administration*  
*Project C01890    Burien CDBG Planning and Administration*  
*Project C01950    Bothell CDBG Planning and Administration*

## Economic Development

The following section lists the specific projects that will be implemented in 2001 that will further the Consortium's Economic Development Objective. The objective was developed by King County and the sixteen Pass-through Cities in the context of the overall countywide economic development goals and action plan for region.

### **Objective**

**Increase employment opportunities for low- and moderate-income residents and help maintain or increase the viability of our existing industrial and commercial areas.**

### **Program Accomplishments:**

- **Create and/or retain 40 permanent jobs for low- and moderate-income persons.**
- **Assist 3 small and/or economically disadvantaged businesses, either in obtaining financing for business/job retention and expansion purposes, or to promote revitalization of one or more Consortium partner's commercial areas.**

### **Activities**

The Consortium will use CDBG funds for the following economic development activities, either with dedicated funds, through interim or "float" loans or through Section 108 loan guarantees.:

- maintaining the availability of industrial land where there is already adequate infrastructure and providing for any necessary clean-up of "brownfields" – existing industrial sites which have some environmental contamination limiting their re-use;
- revitalizing existing commercial areas;
- increasing employment opportunities for low- and moderate-income people; and
- fostering public-private partnerships through direct economic development assistance to private for-profit businesses where such assistance will create or retain jobs and business opportunities for low- and moderate-income persons.

*Project C01684    King County Economic Development Program*  
*Project C01685    King County Women and Minority Business Enterprise Loan Program*  
*Project C01799    King County Rural Child Care Project*

# Monitoring Plan

King County has extensive monitoring procedures with regard to funds provided by HUD. These procedures were developed to address federal, State and County statutory and regulatory requirements in addition to providing County staff with a system of ensuring project compliance and accomplishment. Along with other funds received from HUD, King County will conduct monitoring reviews to determine that the County's programs financed by HOME funds will be carried out in accordance with the County's adopted consolidated plan and in a timely manner. This section will discuss (1) monitoring to meet H&CD Plan goals, (2) ensuring compliance with statutory and regulatory requirements, and (3) maintaining fiscal control.

## Monitoring to Meet H&CD Plan Goals

King County will report annually on the progress made toward meeting the goals established in the consolidated plan for assisting persons and communities at or below 80% of the median income. This performance report will comply with HUD's requirements and format and be submitted by the date HUD selects.

## Ensuring Compliance With Statutory And Regulatory Requirements

King County has three major monitoring tools to ensure compliance with requirements: These are (a) funding policies, (b) contract requirements and (c) on-site monitoring.

### Funding Policies

King County adopted the H&CD Plan which guided the application and allocation process for 2001 CDBG funded projects. The H&CD Plan will also guide the 2001 King County Housing Finance Program which allocates County and Small Cities CDBG and HOME funds as well as the allocation of 2001 ESG funds through a competitive process.

Agencies requesting funds are asked to respond to general and program-specific policies in their application. The general policies incorporate federal, state and local requirements. These policies include, among others:

- consistency with local codes and policies
- restrictions on change of use of property/buildings assisted with federal funds
- establishment of a legally binding public interest
- minimization of displacement and provision of relocation assistance
- adherence to federal wage rates
- compliance with federal audit requirements
- adherence to lead-based paint abatement regulations
- establishment of affordable rents.

Housing projects are also asked to respond to the following housing activity policies formerly incorporated in the King County Housing Assistance Plan, but now identified in the housing section of H&CD Plan: address needs/gaps identified in the H&CD Plan, utilize other funds effectively, affirmatively further fair housing practices; develop an affirmative marketing plan; and complete an environmental review checklist.

All projects requesting CDBG, HOME or ESG funds are evaluated to determine if they are (1) program eligible and priority based on program policies, (2) consistent with local, state and federal regulations, and (3) viable as submitted.

### Contracts with Subrecipients

Projects funded through HOME, CDBG or ESG will be required to enter into a contract with King County. In addition to the scope of work, duration, and projected accomplishments or performance, each contract contains federal, state and local program requirements by which each agency must abide. These include, but are not limited to, requirements related to:

- audits
- subcontracting

- insurance coverage
- conflict of interest issues
- grounds for suspension or termination
- corrective action
- prohibition of political activities
- nonsubstitution of local funds
- constitutional prohibition against funding of religious activities
- environmental review
- nondiscrimination practices
- procurement standards
- labor standards
- restrictions on change of use
- acquisition and relocation
- housing quality standards
- public information
- certification regarding lobbying
- evaluation and recordkeeping
- bid procedures
- acquisition procedures
- relocation and one for one replacement housing
- Section 504/handicapped accessibility
- construction
- lead based paint abatement
- Section 3 compliance

Contracts are mailed to the agencies for their review before being executed. Agencies clearly understand that the contract requirements are the criteria against which they will be monitored.

The more complicated requirements such as Davis-Bacon wage rates, lead based paint abatement, Section 504 Accessibility, bidding requirements and procurement procedures are given special attention if germane to the project. Under certain circumstances, construction contracts over \$100,000 may require the contractor to find qualified, low-income persons to perform work generated by the project. The project manager keeps in touch with the subgrantee on the progress of the project and is available throughout the life of the contract for continuing technical assistance. For some projects weekly contact is necessary to ensure successful project oversight.

Construction projects that require compliance with federal wage standards have an additional layer of review which includes a pre-construction conference with the project manager, sub-grantee and the project's architect or engineer. The meeting is to assure that the bid specifications will include reference to federal wage rates and County Women/Minority Business Enterprise targets. The bid specifications are reviewed by the project manager for approval prior to the bid advertisement.

## **On-site Monitoring**

During the middle of the project year, the County schedules monitoring visits with selected sub-grantees. During the site visit, the project manager reviews records and evidence of performance in many areas: program administration, benefit to persons at or below 80% of the median income, environmental review, equal opportunity in employment, real property acquisition and relocation, procurement procedures, construction projects, finance and recordkeeping and audit requirements, among other areas. The checklist of areas to be monitored is reviewed and updated annually and has been reviewed by the local HUD office. This process helps the project managers identify areas that need attention when dealing with a particular project and sub-grantee. The project manager will work with a sub-grantee until the deficiency identified in the monitoring report is rectified.

For many HOME and CDBG projects with a restriction on change of use, periodic visits are conducted during the years to ensure that the restriction is in place.

## **Fiscal Controls**

The County has standardized procedures to ensure that fiscal information on HOME, CDBG and ESG funds that is being submitted to a HUD cash and management information system is correct and complete. Once our letter of credit is approved and HOME, CDBG and ESG funds become available, separate accounts are set up through the County's Office of Financial Management.

Each approved project is linked to each account authorized by the respective letter of credit via the County's Accounting Resource and Management System. A continuing balance for each project is maintained on a mainframe computer and can be accessed on a daily basis. A separate account for HOME matching funds has been set up and the HOME Coordinator is responsible for monitoring allocations and expenditures to ensure the matching requirements have been met.

When the subgrantee requests reimbursement, they are required to submit both a County voucher reimbursement and backup documentation that the costs were actually incurred, as well as a performance accomplishment report. Individual project managers and a fiscal staff person review both. Reimbursement requests are reviewed for appropriateness and eligibility under contracted provisions. If an inappropriate or ineligible cost is incurred, or if performance falls far below projections, the County will not reimburse the sub-grantee and will meet with them to try to rectify the situation.

The completion of a project does not necessarily end the County's involvement with it. For example, once a construction or real property acquisition project is completed, the County will secure the public interest in the project and restrict any potential change of use via a promissory note and deed of trust instrument against the real property. HOME, CDBG and ESG funds are subject to payback, with a share of the appreciated value, if the use of the property changes.

## 2001 Funds Available

The King County CDBG and HOME Consortia will receive approximately **\$13,190,424** in Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and other federal funds in 2001.

### CDBG Funds:

2001 Estimated Entitlement	\$ 7,000,000	
Projected Program Income	1,344,571	
Recaptured Grant Funds	<u>707,744</u>	
Total CDBG Funds		<b>\$ 9,052,315</b>

### HOME Funds:

2001 Estimated Entitlement	\$3,500,000	
Projected Program Income	354,304	
Total HOME Funds		<b>\$ 3,854,304</b>

### Emergency Shelter Grant Funds:

Emergency Shelter Grant	\$ 230,000	
Recaptured Funds 53,805		
Total ESG Funds		<b><u>\$ 283,805</u></b>
Total Federal Funds		<b>\$ 13,190,424</b>

The federal funds will be allocated to the activities listed in the following pages. The activities will be adopted by the King County Council by November 20, 2000. The activities will be implemented in the 2001 program year. They are consistent with the King County Consortium Consolidated Housing and Community Development Plan for 2000 - 2003 and meet the applicable federal requirements for the CDBG, HOME and other grant programs. The activities predominantly benefit persons who are at or below 80% of the area median income.

# Specific CDBG Submission Requirements

## Program Income

The following sources of program income are expected to be received in 2000 and will be used to fund projects in 2001.

Housing Repair Loan Paybacks	\$ 1,157,830
Revolving Loan Fund Income	75,000
Housing Stability Loan Repayments	13,189
Miscellaneous Reimbursements	721

### Community Development Interim Loans

### Year Awarded

Gramor Development NW, Inc.	\$ 82,833	1997
Unallocated 1999 collections	14,998	

<b>TOTAL Program Income</b>	<b>\$ 1,344,571</b>
-----------------------------	---------------------

## Recaptured Funds

The following funds are available from 2000 and earlier projects which have been completed with an underrun or which have been canceled. These funds have been recaptured and reallocated to the 2001 CDBG Program.

According to policies stated in the 2000-2003 CDBG Interlocal Cooperation Agreement with the King County Consortium cities, which was adopted by all the Consortium members, recaptured administration dollars and other Consortium-wide funds are shared and reallocated among the Consortium partners. Projects which were amended (the amount to be expended was changed by 25% unless the decrease was the result of an underrun; the purpose, scope, location or beneficiaries of the project was changed; a project was canceled; or a new project was funded) were published and citizens were allowed to comment.

<u>Fund</u>	<u>Project #</u>	<u>Title</u>	<u>Amount</u>	<u>Total</u>
Consortium-wide To Jurisdictions	C98204	King County CDBG Admin	10	232,537
	C98241	King County CDBG Admin - Capital	5	
	C99204	King County CDBG Admin	143,428	
	C99241	King County CDBG Admin - Capital	11,094	
	C99609	Consortium-wide Unallocated Funds	65,000	
	C00609	Consortium-wide Unallocated Funds	13,000	
Bothell	C98950	Bothell CDBG Planning and Admin	7,500	7,500
Burien	C987881	Burien Community Center Roof	42,000	42,000
Enumclaw	C95320	Enumclaw McFarland Park	16	3,687
	C97326	Enumclaw Skateboard Park	3,005	
	C97330	Enumclaw Senior Center Program	616	
	C98590	Enumclaw Unallocated	50	
Federal Way	C98394	Federal Way ElderHealth Connection Facility	10,000	10,996
	C98582	Federal Way Unallocated	(18,989)	
	C99375	Federal Way CDBG Planning and Admin	10,580	
	C99389	Federal Way Domestic Violence Coordinator	9,405	
Issaquah	C95638	Issaquah Housing Rehab Loan	115	24,164
	C96638	Issaquah Housing Rehab Loan	2,849	
	C00291	Issaquah Senior Center Design	21,200	



<u>Fund</u>	<u>Project #</u>	<u>Title</u>	<u>Amount</u>	<u>Total</u>
Kent	C99531	Kent CDBG Planning and Administration	5,447	5,447
Kirkland	C94629	Kirkland Housing Rehab	472	
	C96629	Kirkland Housing Rehab	597	
	C97264	Kirkland Parks Senior Center Access	15,331	
	C98267	Kirkland Public Works Handicap Access	4,827	
	C99266	Kirkland Jewish Family Services	226	21,453
Redmond	C99138	Redmond CDBG Planning and Admin	59	
	C00362	Redmond Child Care Facility	16,667	16,726
Renton	C97751	Renton Housing Repair Assistance	2,324	
	C98507	Renton CDBG Planning and Admin	500	
	C98603	Renton Unallocated - Easter Seal Access Mod	9,796	
	C98751	Renton Housing Repair Assistance	16,734	29,354
SeaTac	C95251	Des Moines Duck Pond Group Home	7	
	C98700	SeaTac Valley Ridge Community Center	55,091	
	C98807	SKCDPH White Center Dental Clinic	14,715	
	C99705	SeaTac CDBG Planning and Admin	1,500	71,313
Shoreline	C98558	Shoreline Center for Human Services Facility	6,838	
	C99506	Shoreline Parks & Rec Pool Doors	8,500	
	C99508	Shoreline TeenHope Shelter Weatherization	41	
	C99555	Shoreline Planning and Administration	164	15,543
Tukwila	C95631	Tukwila Housing Rehab Loan	9,912	
	C96631	Tukwila Housing Rehab Loan	2,921	
	C98693	Tukwila Utility Connection	20	12,853
County & Small Communities	C95894	Highline Head Start Facility Acquisition	211	
	C96684	KC ORPP Economic Development Program	8,991	
	C97384	SKCMSC Building Rehab	924	
	C97639	KC Affordable Housing	4,010	
<u>Fund</u>	<u>Project #</u>	<u>Title</u>	<u>Amount</u>	<u>Total</u>
	C97761	LIHI May Valley Mobile Home	3,862	
	C98059	KC TA to Small Communities	12	
	C98394	Federal Way ElderHealth Connection Facility	15,000	
	C98807	SKCDPH White Center Dental Clinic	66,218	
	C98976	Hillcrest Apartments	19,000	
	C99059	KC TA to Small Communities	56,878	
	C99422	KC Low-Income Housing	13,751	
	C99519	KC Housing Repair	4,557	
	C99521	Pacific-Algona Community Center	35	
	C99608	County and Small Cities Unallocated	10	
	C99639	KC Affordable Housing	26,621	

	C99828	Kenmore Planning Study Overallocation in 2000	2,256 (50,000)	172,336
Regional Pot	C99684	KC ORPP Economic Development Program	41,835	41,835
		<b>TOTAL</b>		<b>707,744</b>

# Specific HOME Submission Requirements

## Recapture/Resale Provisions:

HOME funds used for housing rehabilitation will be subject to recapture if: the property is sold, title is transferred and/or the owner does not comply with the affordability requirements. HOME funds used for housing development or preservation will be subject to recapture if affordable rental housing is not provided for low-income households in accordance with the contract requirements, or for home ownership projects, if the home does not continue to be the principal residence of homebuyer. The amount subject to recapture is based upon the amount of HOME assistance provided. The recaptured HOME funds will be used for other HOME-eligible activities.

## Tenant-Based Rental Assistance:

The Consortium does not engage in this activity.

## Other Forms of Investment:

The Consortium does not use forms of investment other than those described in 24 CFR 92.205(b).

## Affirmative Marketing:

King County has policies and procedures for affirmative marketing of vacant units in projects of five or more HOME-assisted housing units, per 24 CFR 92.351. The County will advertise the HOME Program in publications throughout the County and will notify all housing related community organizations about the availability of HOME funds and the eligible activities. The County's Office of Civil Rights Enforcement requirements for equal access to programs will be adhered to from the initial stages of program development.

King County will use the following procedures to inform the public, property owners, and potential tenants about federal and County fair housing laws that apply to the HOME Program.

1. The Equal Housing Opportunity logo will be used in all press releases, display advertising, and brochures used to market King County's rehabilitation program, as well as on the project application form;
2. Owners will be informed of fair housing requirements before a King County HOME contract is signed; and
3. Present and potential tenants will be informed of fair housing requirements during initial tenant interviews and when given "Notices of Right to Continue in Occupancy".

## Requirements and Procedures for Owners

King County will require owners to adopt affirmative marketing procedures and requirements for projects containing five or more housing units funded with HOME or CDBG. The procedures and requirements must include methods for informing the public and potential tenants about federal fair housing laws, including display of the Fair Housing poster at project sites, and use of the Equal Housing Opportunity logo on all advertising notifying the public of available rental units. The County will require owners to use commercial media to advertise the availability of units, especially in local newspapers serving the project area, and to notify community organizations to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach. The procedures must also include a description of how the owner will assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.

King County will require building owners to maintain management records documenting their efforts to affirmatively market available rental units, for example copies of advertisements for available units and copies of notices provided to outreach agencies. Affirmative marketing records must be available for review by the County at any time. King County will assess the owner's affirmative marketing program periodically to determine the success of affirmative marketing actions and any necessary corrective actions.

King County staff will assess affirmative marketing efforts of owners receiving HOME dollars through: (a) periodic visits by County staff to completed projects; (b) an annual review of records for a random sample of projects rehabilitated with HOME

funds; and (c) periodic checks for advertisements, including the Equal Housing Opportunity logo and notices to minority and outreach agencies.

## **Specific ESG Requirements**

### **ESG Targets:**

The King County Consortium currently targets available Emergency Shelter Grant (ESG) funds to: a) maintain the existing supply of emergency shelter beds for homeless families; b) maintain operating support for the existing family shelter system; and c) expand the supply of emergency shelter for underserved populations.

ESG funds are awarded to non-profit organizations through a competitive Request for Proposal process. Project selection is based on how well the application furthers the Continuum of Care strategies.

### **Sources of Matching Funds:**

The County estimates that matching funds will be generated by applicants at the same level as last year or approximately \$1 million. The match sources include Community Development Block Grant funds (allocated by the suburban cities who receive a direct pass-through of CDBG funds), private donations, local jurisdictions' general fund support, and state funds for shelter programs. The specific detail on the amount of matching funds and their sources will not be available until December 2000 when the agencies go under contract with the County. This information will be included in the 2001 Action Plan amendments.

## **Listing of Proposed 2001 Projects**

The federal funds will be allocated to the activities listed in the following pages. The Metropolitan King County Council will adopt the Consortium's allocations on November 20, 2000 as part of the overall County budget.

The activities will be implemented in the 2001 program year. They are consistent with the King County Consortium Consolidated Housing and Community Development Plan for 2000-2003 and meet the applicable federal requirements for the CDBG, HOME and ESG programs. The activities predominantly benefit persons who are at or below 80% of the area median income.

## **Summary of Public Comments**

The 2001 CDBG proposed projects were available for public review between October and November 2000. A public notice was published in the Seattle Times in mid-October informing the public that copies of the proposed Action Plan were available for review.

Individual jurisdictions held public hearings on the proposed projects before they were adopted by their respective Councils. Agency representatives whose projects were recommended for 2001 CDBG funds testified at the various public hearings of the need for their services and to thank the Councils for recommending their projects.